## AP. RECORDS RETENTION SCHEDULE

10.72 (REV. 7-93)	(1) DEPARTMENT, BOARD OR COMMISSION	NOSSI	
	Corrections		
	DIVISION, BUREAU OR OTHER UNIT		• • •
	FAC: Education Programs	cograms	
Submit three copies with three copies of the	ADDRESS		
Records Retention Schedule, STD. 73.	All Institutions		
TO: DEPARTMENT OF GENERAL SERVICES	CHECK THE APPROPRIATE BOX::  (2) New schedule of records	не дерворяните вох:	omplete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(A new approval number will be assigned.)	Revising a previous schedule. (Complete boxes 5 = 12.) (A new approval number will be assigned.)	·
(916) 445-2294 or CALNET 485-2294	(4) Amending some pages	Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	(es 8 - 12.)
(5) SCHEDULE NUMBER	(9) SCHEDULE DATE	(7) NUMBER OF PAGES	(a) Cook teta(1000 octoors)
NEW SCHEDULE 17000 Education	April 1, 1997	ω	1500
(II applicable)	Control and Control	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISE
PREVIOUS SCHEDULE 1014 INST EU-1	91-161 78-167		1 3 3 3 4
(If applicable) 602 E-1	87-221 78-26		· ALL · ·
PART 1 AGENCY STATEMENTS	The second secon		*

Q A

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised

SIGNATURE MANAGER DEBOCILY RESPONSEE FOR THE RECORDS schedule) that all items on the previous schedule have been accounted for. Carroll V. Mjelde <u>(</u>] Correctional Education Programs HE Superintendent of (5) 5-12-97 DATE SIGNED

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.) In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

THE STATISHED REPORTED AND AND AND AND AND AND AND AND AND AN	Contains material subject to archival review. Items stamped industrial Archives may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	(23) Contains no material subject to further review by the California State Archives	TART III - ARCHIVAL SELECTION (Per Government Code Section 14755)  THE ATTACHED RECORDS RETENTION SCHEDULE:	Records Management Consultant	21) SEMITIFE—DIS CONSULTANT M. A	(is) NAME (Primed or Typed) Kristine Estes	115) SIGNATURE—RECORDS HANAGEMENT ANARYST	
JUL 1 4 1997 WHALA A I LIFTES			4755)	6/16/97	CONPRIMINENT COORDINATIONS	323-4095 (U/U/97)	Departmental Records Coordinator  (13) TELEPHONE  (23) PATES SANKED	

## RECORDS RETENTION SCHEDULE STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE	NUMBE	R (2)	DAT	E (3)
Corrections	17000E	DUC		Apı	il 1, 1997
ORGANIZATIONAL UNIT					
FAC: Education Programs	Page	1	of	3	Pages (4)
ADDRESS (mumber, street, city)	DEPARTME NUMBER (		ENERAL	SERVIC	ES APPROVAL
All Institutions		97	-114		

			All Institutions								97-114
ITEM NUMBER (Triple	CUBIC FEET space	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Triple-space between items)	M e d	V i t		RETE	NTION		PRA (Exempt)	REMARKS
between	items)	(8)		a (10)	I (11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)
(6) FAC	O	(0)	Education Programs  This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all inmate educational (e.g., academic and vocational) records.  The Institution Education Program (supervisor of correction education programs [SCEP]) is responsible for providing the available programs to the inmates.	(10)		(12)	(Li)	(39)	(3)	(49)	Mandated by:  DOM 53090, Public Law 98-524, Adult Basic Education 321 Federal Grant, Vocational Education Act.  Retention:  Media (Column 10): P=Paper,  Vital Records (Column 11): Critical to perform Department's basic functions (e.g., Inmate/Parolee Central File and Records) after a disaster.  Columns 12 through 16 are clarified in Column 17, Remarks.  Disclosure Restrictions: (Column 16)  X: Exempt from public review per the Public Records Act, Government Code Section 6254.  XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.

## RECORDS RETENTION SCHEDULE STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2) DATE (3)
Corrections	17000EDUC April 1, 1997
ORGANIZATIONAL UNIT	
FAC: Education Programs	Page 2 of 3 Pages (4)
ADDRESS (mamber, street, city)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
All Institutions	97-114

ITEM NUMBER	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	M V i RETENTION PRA (Exempt)		RETENTION			REMARKS		
(Triple between	space items)	USE ONLY	(Triple-space between items)	i a	a l	OFFICE	DEPT. (13)	SRC (14)	TOTAL	& IPA (16)	(17)
(6)	(7) 	(8)	(9)	(10)	(11)	(12)	(15)	(14)	(13)	(10)	Destruction:
											Nonconfidential: recycle.
											Confidential or exempt (Column 15): shred.
											Historical (Column 8): Transfer to the State Archives. Do not destroy.
000		Model / Modely Archives	Educational Curriculum	P		A+2	0	0	A+2		Retain in the office as active until updated.
0025		Archives	Records include academic or vocational instructional course outline and planning materials for inmate educational classes.	r		A+2	U	U	A+2		When updated, institutions will destroy the copies. EIPU will retain the originals two additional years, then forward to the State Archives.
0050		Hold / Nailiy Archives	Vocational Job Market Surveys Surveys completed to determine the need for inmate vocational career training in the job market.	P		A	2Y	0	A+2Y		Retain in the office as active until updated, then retain two years (in the Local Archives)
0075	A Additional Control of the Control		Inmate Educational Progress Reports: CDC 128E Education Progress Report, CDC 128E (e.g., inmate report card), distributed quarterly.	P		A+1Y	0	0	A+1Y	ΧI	Retain in the office as active until the information is transferred to forms CDC 153 and CDC 154 and completion of the annual inmate case record review, then retain one year. (Retain in inmate educationa file prior to destruction.)
0100	The state of the s		Educational Leave or Salary Incentive Course: CDC 401 CDC staff requests for educational leave and/or salary incentive course.	P		2Y	0	0	2Y	XI	Retain in the office for two years (office).

## RECORDS RETENTION SCHEDULE STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2) DATE (3)
Corrections	17000EDUC April 1, 1997
ORGANIZATIONAL UNIT	
FAC: Education Programs	Page 3 of 3 Pages (4)
ADDRESS (number, street, city)	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
All Institutions	97-114

											7/"114
ITEM NUMBER	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	M e d	V i t		RETE	NTION		PRA (Exempt)	REMARKS
(Triple between (6)	space items)	USE ONLY (8)	(Triple-space between items) (9)	i a (10)	a 1 (11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	& IPA (16)	(17)
0125			Inmate Education Transcript Inmate educational credits from all educational institutions.	P		A	0	0 ·	A	ΧI	Retain in the inmate educational file per retention instructions.
0150			Inmate Teachers Workfile Consists of the inmate educational contract, test data and daily assignments.	P		A+6 M	0	0	A+6 M	ХI	Retain in the office as active until the completion of the program (or inmate transfer) and all scores are transferred to appropriate forms, then retain six months
0175			Inmate Permanent Class Record: CDC 151 Permanent class record (PCR) (CDC 151) of inmate status and attendance record.	P		A+2Y	0	0	A+2Y	XI	Retain in the office as active until the information is transferred to the Inmate Tim Card (CDC 191), then retain two years.
0200			Inmate Education File Consists of various inmate educational records: Education transcript; education progress report (CDC 128E); Vocational Training Evaluation Form (CDC 153); Educational Record Classes (CDC 154; Certificates (CDC 158); etc			A	0	0	A	ΧI	Retain in the office as active until the inmate is transferred to another institu-tion o parole region or completes all necessary educational programs.  When the Inmate Transfer List or notification is received from Case Records Section (CRS), forward the active or inactiv inmate Education File immediately to CRS.  Records not forwarded immediately, must be forwarded directly to the appropriate institution, Parole Region CRS or to the Departmental Archives if discharged.